



# Manually adding Shift Differential to Timecard

Shift differential is additional pay for employees who are scheduled to work during designated time(s). See MCGEO CBA section 5.3 for specific details.

For DLC employees using timeclocks, the **SD3 - Shift Diff 2p-1059p** will be calculated automatically by the timeclock except for the following scenario.

Example: If an employee is normally scheduled Monday, shift 12:00PM – 8:30PM, but works additional hours, from 10 AM until noon, the timeclock does not automatically calculate shift differential. Therefore, the pay code **SD3 - Shift Diff 2p-1059p** for 6 Hours must be entered manually for hours after 2PM.

**NOTE:** Only add **SD3 - Shift Diff 2p-1059p** when employee Works Over 8 in a Day on a regular reoccurring Shift that starts at Noon or later.

WEEK 2									
	PAY CODE	AMOUNT	IN	TRANSF	OUT	IN	TRANSF	OUT	TOTAL
SUN	HRS WORKED								0:00
MON	<b>SD3 - Shift Diff OT 2p-1059p*</b>	6.0							
	HRS WORKED		10:00 AM		4:00 PM	4:30 PM		8:30 PM	10:00
TUE	HRS WORKED		12:00 PM		4:00 PM	4:30 PM		8:30 PM	8:00
WED	HRS WORKED		12:00 PM		4:00 PM	4:30 PM		8:30 PM	8:00
THR	HRS WORKED		12:00 PM		4:00 PM	4:30 PM		8:30 PM	8:00
FRI	HRS WORKED		12:00 PM		4:00 PM	4:30 PM		8:30 PM	8:00
SAT	HRS WORKED								0:00
									42:00





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Example: Employee is scheduled to work 12:00 PM – 8:30 PM. Employee is offered additional hours and begins shift at 10:00 AM. Manager must manually add pay code - **SD3 - Shift Diff 2p-1059p**.

TIMECARD														
Loaded: 2:50PM		Name & ID		ARROYO-VELASQUE... 12398		Time Period						12/09/2018 - 12/22/2018, Range of Dates		
Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Overtime	Reports						
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative	
X	+	Sun 12/09												
X	+	Mon 12/10			12:00PM		4:00PM	4:30PM		8:30PM	8.0	8.0	8.0	
X	+	Tue 12/11			12:00PM		4:00PM	4:30PM		8:30PM	8.0	8.0	16.0	
X	+	Wed 12/12			12:00PM		4:00PM	4:30PM		8:30PM	8.0	8.0	24.0	
X	+	Thu 12/13			12:00PM		4:00PM	4:30PM		8:30PM	8.0	8.0	32.0	
X	+	Fri 12/14			12:00PM		4:00PM	4:30PM		8:30PM	8.0	8.0	40.0	
X	+	Sat 12/15											40.0	
X	+	Sun 12/16											40.0	
X	+	Mon 12/17	SD3 - Shift Diff 2p-1059p	6.0										
X	+	Mon 12/17			10:00AM		4:00PM	4:30PM		8:30PM	10.0	16.0	56.0	
X	+	Tue 12/18			12:00PM		4:00PM	4:30PM		8:30PM	8.0	8.0	64.0	
X	+	Wed 12/19			12:00PM		4:00PM	4:30PM		8:30PM	8.0	8.0	72.0	
X	+	Thu 12/20			12:00PM		4:00PM	4:30PM		8:30PM	8.0	8.0	80.0	
X	+	Fri 12/21			12:00PM		4:00PM	4:30PM		8:30PM	8.0	8.0	88.0	
X	+	Sat 12/22											88.0	

TOTALS & SCHEDULE					ACCRUALS		AUDITS		
Daily					Date	Start Time	End Time	Pay Code	Amount
Account	Pay Code	Amount	Wages						
DLC 85-1990/DLC 85-1914-1-1-1-1/8500/-	Total Hrs Towards Schedule	8.0	172.96		Sun 12/09				
DLC 85-1990/DLC 85-1914-1-1-1-1/8500/-	Regular	8.0	172.96		Mon 12/10	12:00PM	8:30PM		
DLC 85-1990/DLC 85-1914-1-1-1-1/8500/-	SD3 - Shift Diff 2p-1059p	6.0	8.40		Tue 12/11	12:00PM	8:30PM		
DLC 85-1990/DLC 85-1914-1-1-1-1/8500/-	OT at 1.5 - Overtime	2.0	64.86		Wed 12/12	12:00PM	8:30PM		
					Thu 12/13	12:00PM	8:30PM		
					Fri 12/14	12:00PM	8:30PM		
					Sat 12/15				
					Sun 12/16				
					Mon 12/17	12:00PM	8:30PM		
					Tue 12/18	12:00PM	8:30PM		
					Wed 12/19	12:00PM	8:30PM		
					Thu 12/20	12:00PM	8:30PM		
					Fri 12/21	12:00PM	8:30PM		
					Sat 12/22				

